



CLEARANCE INSTRUCTIONS FOR CHILD ADVOCATES VOLUNTEER ATTORNEYS

The Pennsylvania Child Protective Services Law requires that volunteers working with children have clearances. If you plan to volunteer, please complete the volunteer clearance process by following these steps:

PA STATE POLICE CRIMINAL RECORD CHECK

1. Go to: <https://epatch.state.pa.us/>.
2. Click on “New Record Check (Volunteers only).”
3. Complete the “Record Check Request Form” and click on “Enter This Request.”
4. On the next screen, you do not need to enter any information. Click on “View Queued Record Check Requests(1)”
3. On the next page, “Record Check Request Review,” click on “Submit.”
4. Click on the Control # (Starts with R).
5. Click on “Certification Form” and print/save form.
5. Please submit certificate to *Child Advocates*.

PENNSYLVANIA CHILDLINE CHILD ABUSE HISTORY CLEARANCE

1. Before you begin, you should have the following information readily available:
 - a. Addresses where you have previously lived (since 1975)
 - b. Names of all individuals with whom you have lived
 - c. Any previous names you have used or have been known by
2. Go to <https://www.compass.state.pa.us/cwis/public/home>
3. Click on “Create A New Account.”
4. Fill out the form to create your Keystone ID.
5. Retrieve your temporary password.
6. Go to <https://www.compass.state.pa.us/cwis/public/home> and click on “Login.”
7. Read the Disclosure and click “Continue.”
8. Login and change your password.
9. Login in with new password.
10. Under “Application Purpose,” check “Volunteer.” Volunteer Category is “Other” and Agency Name is “Support Center for Child Advocates.”
11. Fill out your personal information, previous addresses and names of household members.
12. Sign.
15. Click “Finalize” and “Submit Application.”
16. Your application will be processed, and within 14 days you will receive an email notification to log in to your account and view the outcome/result of the application.
17. Print certificate.

FBI CRIMINAL HISTORY CLEARANCE INSTRUCTIONS

**** A volunteer that has been a Pennsylvania resident continuously for the past 10 years, is not required to obtain an FBI Clearance but must swear or affirm in writing that he/she is not disqualified from service based upon a conviction of an offense listed in 23 Pa.C.S. §6344 (c). If applicable, please submit the attached Disclosure Statement to Child Advocates.**

1. Go to: <https://pacogentid.3m.com/index.htm>.
2. Click on Pennsylvania Department of Human Services.
3. Under “Registration,” click on “Register Online.” This will bring you to the online registration page of the website.
4. Skip all fields/boxes marked “Agency,” such as “Agency ID,” “Agency Address,” etc. Go down to “Reason Fingerprinted.”
5. In the “Reason Fingerprinted” field, choose “Employment with a significant likelihood of regular contact with children”
6. Fill out the rest of the form and pay the \$27.50 fee.
7. At Step 3, when you have completed the registration, print out the Applicant Registration form. You will bring this Applicant Registration form with you to the Site Location.
8. Go back to: http://www.pa.cogentid.com/index_dpwNew.htm.
9. Under “Print Site Locations,” click on “Print Locations & Hours.” Choose an area that is convenient for you, and click on the region to find the list of locations in that area. Then, click on the company name to get site information, including hours and directions. Center City Print Sites include:
 - a. UPS Store #3263, 1735 Market Street; JFK Entrance
 - b. First Contact HR, 1015 Chestnut Street, Suite 307
 - c. South Street Business Center, 744 South Street
10. Bring with you to the Site Location:
 - a. Photo ID
 - b. The Applicant Registration form.
11. At the Site Location, after they have taken your fingerprints, the technician will sign and date your Applicant Registration form. You will receive the FBI clearance certificate in the mail in approximately 4-6 weeks.
12. Please submit certificate to *Child Advocates*.

All clearances should be submitted to:

Jodi E. Schatz

jschatz@SCCALaw.org

DISCLOSURE STATEMENT APPLICATION FOR VOLUNTEERS
Required by the Child Protective Service Law
23 Pa. C.S. Section 6344.2 (relating to volunteers having contact with children)

I swear/affirm that I am seeking a volunteer position and **AM NOT** required to obtain a certification through the Federal Bureau of Investigation (FBI), as:

- the position I am applying for is unpaid; **and**
- I have been a resident of Pennsylvania during the entirety of the previous ten-year period.

I understand that if I have not been a resident of Pennsylvania during the entirety of the previous ten-year period, but have received certification from the FBI since establishing residency, I must provide a copy of the certification to my employer and am not required to obtain any additional FBI certifications.

I swear/affirm that, if providing certifications that have been obtained within the preceding 60 months, I have not been disqualified from service as outlined below or have not been convicted of an offense similar in nature to a crime listed below under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I swear/affirm that I have not been named as a perpetrator of a founded report of child abuse within the past five (5) years as defined by the Child Protective Services Law.

I swear/affirm that I have not been convicted of any of the following crimes under Title 18 of the Pennsylvania consolidated statutes or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

Chapter 25	(relating to criminal homicide)
Section 2702	(relating to aggravated assault)
Section 2709.1	(relating to stalking)
Section 2901	(relating to kidnapping)
Section 2902	(relating to unlawful restraint)
Section 3121	(relating to rape)
Section 3122.1	(relating to statutory sexual assault)
Section 3123	(relating to involuntary deviate sexual intercourse)
Section 3124.1	(relating to sexual assault)
Section 3125	(relating to aggravated indecent assault)
Section 3126	(relating to indecent assault)
Section 3127	(relating to indecent exposure)
Section 4302	(relating to incest)
Section 4303	(relating to concealing death of child)
Section 4304	(relating to endangering welfare of children)
Section 4305	(relating to dealing in infant children)
Section 5902(b)	(relating to prostitution and related offenses)
Section 5903(c) (d)	(relating to obscene and other sexual material and performances)
Section 6301	(relating to corruption of minors)
Section 6312	(relating to sexual abuse of children), or an equivalent crime under Federal law or the law of another state.

I swear/affirm that I have not been convicted of a felony offense under Act 64-1972 (relating to the controlled substance, drug device and cosmetic act) committed within the past five years.

I understand that I shall not be approved for service if I am named as a perpetrator of a founded report of child abuse within the past five (5) years or have been convicted of any of the crimes listed above or of offenses similar in nature to those crimes under the laws or former laws of the United States or one of its territories or possessions, another state, the District of Columbia, the Commonwealth of Puerto Rico or a foreign nation, or under a former law of this Commonwealth.

I understand that if I am arrested for or convicted of an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law as listed above, or am named as perpetrator in a founded or indicated report, I must provide the administrator or designee with written notice not later than 72 hours after the arrest, conviction or notification that I have been listed as a perpetrator in the Statewide database.

I understand that if the person responsible for employment decisions or the administrator of a program, activity or service has a reasonable belief that I was arrested or convicted for an offense that would constitute grounds for denying participation in a program, activity or service under the Child Protective Services Law, or was named as perpetrator in a founded or indicated report, or I have provided notice as required under this section, the person responsible for employment decisions or administrator of a program, activity or service shall immediately require me to submit current certifications obtained through the Department of Human Services, the Pennsylvania State Police, and the Federal Bureau of Investigation, as appropriate. The cost of certifications shall be borne by the employing entity or program, activity or service.

I understand that if I willfully fail to disclose information required above, I commit a misdemeanor of the third degree and shall be subject to discipline up to and including denial of a volunteer position.

I understand that certifications obtained for the volunteering purposes can only be used for that purpose and cannot be used for employment purposes.

I understand that the person responsible for employment decisions or the administrator of a program, activity or service is required to maintain a copy of my certifications.

I hereby swear/affirm that the information as set forth above is true and correct. I understand that false swearing is a misdemeanor pursuant to Section 4903 of the Crimes Code.

Name: _____ Signature: _____

Witness: _____ Signature: _____

Date: _____